



WHITEWATER EXPRESS CAR WASH

📞 (346) 367-2500

✉️ 106 VINTAGE PARK BLVD, #100  
HOUSTON, TX 77070

📍 WWW.WHITEWATERCW.COM

## How to Assign a Hiring Manager

Assign each job in JazzHR a Hiring Manager. Here's how:

- Step 1: Click **Jobs**.
- Step 2: Click the job for which you want to assign a Hiring Manager.
- Step 3 : Click **Edit Job**.

The screenshot shows the JazzHR interface with the 'JOBS' tab selected. The page displays a list of open jobs. The first job in the list is highlighted with a yellow box and has a context menu open over it, with 'Edit Job' highlighted in yellow. The menu also includes options like 'View Live Posting', 'Upload Candidates', 'Promote Job', 'Create Task', 'Clone Job', and 'Delete Job'.

Job Title	Date Created	Job Status	Total Candidates	New Candidates	Active Candidates	Hired Candidates	Actions
Assistant Manager WX715, WX715 Woodhaven, MI	2024-01-26	Open	16	14	0	0	
Assistant Manager WX123, WX123 Orange, TX	2024-01-26	Open	100	92	6	0	
Assistant Manager WX702, WX702 Battle Creek, MI	2024-01-26	Open	4	2	1	0	
Assistant Manager WX601, WX601 Lexington, KY	2024-01-26	Open	8	1	0	0	

- Step 4 : Click the **Team** tab.
  - Click > Add Team Member - Select your General Manager



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JazzHR

DASHBOARD JOBS CANDIDATES REPORTS SETTINGS

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CC

Assistant Manager > Edit Job

OPEN ▾

Post

Application

Workflow

Team

Refer

Promote

Choose the right team for the job.

This job's hiring team can include groups or individual people who are helping you fill this position.

### 以人民为对象的 HIRING TEAM MEMBERS

Doug Cookston

Vice President of Operations

Super User

▼

Devon Keigley

Regional Director

Super Administrator

▼

Joe Maurer HIRING MANAGER

Area Director

Recruiting User

▼

Brad Osborne

Regional Vice President

Super Administrator

▼

Recruiting Team

Group

5 people

▼

+ ADD TEAM MEMBER

Restrict the visibility of this job to people with Admin privileges and the Hiring Team. When should I do this?

- Step 5 : Click the **drop-down caret** next to the name of the preferred team member.
- Step 6 : Select **Make Hiring Manager** from the drop-down.



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Assistant Manager > Edit Job

OPEN ▾

Post	Application	Workflow	Team	Refer	Promote																				
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<p> <b>HIRING TEAM MEMBERS</b></p> <table border="1"><tbody><tr><td>Doug Cookston</td><td>Vice President of Operations</td><td>Super User</td><td>▼</td></tr><tr><td>Devon Keigley</td><td>Regional Director</td><td>Super Administrator</td><td>▲</td></tr><tr><td>Joe Maurer <span style="border: 1px solid #0070C0; padding: 2px;">HIRING MANAGER</span></td><td>Area Director</td><td>Recruiting User</td><td><span style="border: 1px solid #0070C0; padding: 2px; display: inline-block;">Make Hiring Manager</span> <span style="border: 1px solid #0070C0; padding: 2px; display: inline-block;">Remove from Team</span></td></tr><tr><td>Brad Osborne</td><td>Regional Vice President</td><td>Super Administrator</td><td>▼</td></tr><tr><td>Recruiting Team</td><td>Group</td><td>5 people</td><td>▼</td></tr></tbody></table>						Doug Cookston	Vice President of Operations	Super User	▼	Devon Keigley	Regional Director	Super Administrator	▲	Joe Maurer <span style="border: 1px solid #0070C0; padding: 2px;">HIRING MANAGER</span>	Area Director	Recruiting User	<span style="border: 1px solid #0070C0; padding: 2px; display: inline-block;">Make Hiring Manager</span> <span style="border: 1px solid #0070C0; padding: 2px; display: inline-block;">Remove from Team</span>	Brad Osborne	Regional Vice President	Super Administrator	▼	Recruiting Team	Group	5 people	▼
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- Step 7 : Change Hiring Manager - Click > **Change**

**CHANGE HIRING MANAGER?**

This change can remove functionality for the current hiring manager and grant more access to this person. [Learn more.](#)

Are you sure you want to change the hiring manager?

CANCEL CHANGE